



**YOUNGSTOWN
STATE
UNIVERSITY**

CLASSIFICATION SERIES:

Library Operations Occupation

BARGAINING UNIT:

ACE

Librarian 2 (Non-Degreed)

SERIES PURPOSE: The purpose of the Library Operations occupation is to provide information by selecting, organizing, and retrieving books and other media that meet the needs of the clientele served; plans and implements library programs. Incumbents specialize in either reference or technical services.

CLASS CONCEPT: The class works under direction and requires considerable knowledge of library principles, practices, tools, and techniques of library services in a specific field or subject area in order to provide specialized library programs for clientele.

JOB DUTIES: Incumbents may perform some or all of these duties or other job-related duties as assigned.

Digitizes collections to preserve and provide greater access to users/patrons. Uses metadata to accurately describe the item being digitized and provides content analysis to the description of the item on D-Space using software to make the digitized item searchable by keyword so the user/patron can obtain maximum use of the information.

Assists patrons by researching and answering requests using the collections of the archives and museum with attention paid to in-depth research assistance on collections for which the incumbent has specific knowledge based on organizational and descriptive work. Assists in preparation of displays and exhibits of various archives, special collections, and museum materials, including researching collections and writing, preparing, creating, and mounting exhibit text and labels. Provides staff support for events, activities, and outreach programs such as lectures, meetings, and receptions held in the archives and museum areas and conducts tours of museum and archives facilities.

Arranges and describes collections according to accepted archival standards and practices. Creates Finding Aids for each collection for content analysis and description. Uploads Finding Aids and collections to D-Space.

Receives new collections, inventories contents, works on appraisal and retention decisions, and develops and undertakes procedures for regular or periodic additions to these collections. Manages all necessary, routine paperwork, to acknowledge collection receipt and/or process any necessary standard deeds of gift. Performs curatorial responsibilities for specific collections that may be assigned.

Identifies archival, rare books, and manuscript materials, in consultation with other library staff, that need preservation; processes vendor work for shipment; performs minor preservation work, such as boxing books, humidifying and dry cleaning documents, removing tapes and adhesives, and completing minor paper mends. Preserves collections by re-housing items into acid free enclosures and assists in monitoring of temperature, light, and humidity throughout facilities. Supervises student workers.

OTHER FUNCTIONS AND RESPONSIBILITIES: Assists with training new hires.

Performs any and all other duties assigned and/or required that are within the level of responsibility for this classification at the discretion of the supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: library science and technology; public relations; budgeting*; subject area of the specific library; accreditation requirements affecting library.

Skill in: use of library equipment such as microfiche reader/printer, audio-visual equipment, video display terminal, and computer systems.

Ability to: interpret extensive variety of technical material; use proper research methods in gathering data; gather, collate, and classify information about data, people, or things; coordinate activities of others; explain library procedures.

(*) Developed after employment.

MINIMUM QUALIFICATIONS: Completion of Bachelor's degree; one year of archival experience.

REQUIRED CERTIFICATIONS, TRAINING, AND/OR LICENSURES: None

PHYSICAL REQUIREMENTS: In accordance with the U.S. Department of Labor physical demands strength ratings, this position will perform sedentary work.

SEDENTARY: work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs may be defined as Sedentary when walking and standing are required only occasionally and all other Sedentary criteria are met.

UNUSUAL WORKING CONDITIONS: May work evenings and weekends.